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**City of Detroit**  
**CITY COUNCIL**

LEGISLATIVE POLICY DIVISION  
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TO: The Honorable City Council

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: July 1, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division and the Water and Sewerage Department. The items are submitted to the City Council for referral to the Committees on July, 2014.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

Attachments

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on July 1, 2014.

<b>Department</b>	<b>No. of Contracts or Purchase Orders</b>	<b>Detroit-Based Business Bids</b>	<b>Change, Extension Increases, Renewals</b>	<b>Located in Detroit</b>
Finance	1	0	1 Increase	1
Fire	1	0	1 Emergency	1
General Services	2	1	1 Renewal	2
Municipal Parking	8	0	0	8
Planning & Develop	1	0	0	1
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<b>Totals</b>	<b>13</b>	<b>1 Detroit-Based Business Bids</b>	<b>3 Extensions 1 Renewals</b>	<b>13</b>

The Honorable City Council  
Contracts and Purchase Orders, Statistics  
Items Submitted for June 24, 2014

Page 2

This list represents expenditures totaling \$ 1,251,140.00<sup>1</sup>

Included in the total costs and revenue are the following:

City General Fund	\$ 876,346.00
General Grants Fund	\$ 107,210.00
Gen Obl Bond Fund	\$ 267,584.00

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<sup>1</sup> This list includes: Contracts renewed / extended for 5 months to 5 years, New contracts for 1 time purchases and terms of 2 years and 3 years.

TO: The Honorable City Council

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: July 1, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT  
THE FORMAL SESSION OF JULY 1, 2014**

**FIRE**

2893539 100% City Funding – Notification of Emergency Procurement as Provided by Ordinance No. 15-00 – Description of Procurement: Remove Damaged Elements Located at 5140 Riopelle a/k/a 1600 Fransworth – Basis for the Emergency: To Prevent Building Collapse – Contractor: Farrow Group, Inc., Location: 601 Beaufait Avenue, Detroit, MI 48207 – Contract Amount: \$400,000.00

Date of Emergency was February 12, 2014

**Costs budgeted to General Fund, Acct. 1000-240240-000088-617900-0065-000000-A1040, Appropriation for Ordinance Enforcement indicated to have available funds of \$2,267,138, as of June 27, 2014.**

The request is to authorize the expenditure for work that is already done. This may occur with justified emergencies. The cost associated with this contract is \$400,000 for a one-time basis. As indicated, this is an emergency contract to address an incident on February 12, 2014. Given the stated emergency and the urgent need to address this issue, this is a one-time contract that was not placed out to bid. The stated emergency involved the removal of damaged structural elements (floor slabs, support beams and columns) located at 5140 Riopelle, aka (also known as) 1600 Farnsworth. The elements were removed in order to prevent a complete building collapse. Given the apparent urgent situation, the stated emergency work appears to be justified.

According to Purchasing, this is an emergency procurement as provided by Detroit City Ordinance # 15-00.

Covenant of Equal opportunity Affidavit signed 7-25-12

TAXES: Good Through 6-21-15

Hiring Policy Compliance Affidavit signed 7-25-12

Slavery Era Records Disclosure Affidavit signed 7-25-12, indicating business established 1998, therefore there are no records to disclose.

## FINANCE

2879763 100% City Funding – To Provide Accounting Services for Preparation of the City’s 2013 CAFR and for the Department of Municipal Parking’s Financial Statements – Contractor: Randy Lane, PC, CPA, Location 535 Griswold, Suite 111-607, Detroit, MI 48226 – Contract Period: June 1, 2013 through June 30, 2014 – Increase Amount: \$68,346.00 – Contract Amount: \$276,846.00

This is the second amendment for additional funds. Original contract amount \$190,000

**Costs currently budgeted as follows: \$3,500 budgeted to General Fund, Acct. 1000-230130-000078-617900-00245-0-A5020, Appropriation for Accounts Division includes available funding of 1,479,952 as of June 27, 2014; and \$15,000 budgeted to Parking Operations Fund, Acct. 5102-340010-000145-611200-04108-0-A3570, Appropriation for Operations and Maintenance includes available funding of \$1,503,052, as of June 27, 2014.**

**This contract was initially approved July 23, 2013, for a 1 year term, through June 30, 2014, for a cost of \$190,000. The initial costs of the contract were budgeted to: General fund for \$5,000; Parking Operations fund for \$75,000; and Transportation Operations fund for \$110,000. On April 1, 2014, Council authorized an amendment for an increase in the contract in the amount of \$18,500, which raised it to its current amount of 208,500.**

**The current request is the second amendment for additional funds in the amount of \$68,346, to increase the current contract, which was amended by Council on April 1, 2014 to its current amount of \$208,500. If approved by Council, the current contract will be amended to reflect \$276,846, in order to compensate the contractor for additional work. This, the contract’s *second amendment*, is for an increase in the costs of the contract (there is no change in the term).**

**The contract services included providing accounting services to prepare the City’s financial records for the annual audit. Services included: assisting the Dept. of Transportation to prepare financial statements and supplemental schedules, closing the books, and provide support for the department’s operation and financial reporting; Assist Municipal Parking in preparing financial statements and supplemental schedules, closing the books, prepare audit support and discuss with external auditors; Assist to prepare external audit support schedules of City-wide legal reserves, estimates of compensated absences and updates of GASB 14.**

**The hourly fees for services, approve in 2013 were: Director for \$171; Sr. Manager for \$135; Manager for \$117; Senior staff for \$99; Experienced staff for \$77; Staff for \$54.**

**Contract checklist, dated June 28, 2013, indicates this contract is essential for the accounting services to prepare the City’s Annual Statement.**

**Covenant of Equal Opportunity Affidavit signed 1-14-14; TAXES: Good Through 7-8-14 and 6-30-15.**

## **GENERAL SERVICES DEPARTMENT**

2835304 100% City Funding – To Provide Repairs and Maintenance for Case Construction Equipment – Contractor: Southeastern Equipment, Location: 48545 Grand River Avenue, Novi, MI – Contract Period: April 1, 2014 through April 30, 2015 – Contract Amount: \$200,000.00

This is a Renewal Contract, original contract expired March 31, 2014. No Additional Funds needed.

**Costs budgeted to Appropriation, Acct. 1000-470100-006-61004-322100-12163-000000-A4510, Historical Capital (Bonds) includes available funds of \$501,096 as of June 27, 2014.**

**This contract is to provide for the costs for repairs and maintenance for Case Construction Equipment for the General Services Department. Case is a manufacturer of a full line of high performance construction equipment used by the department and Southeastern Equipment would provide the services for GSD. This is a Renewal Contract of an existing contract, so no additional funds are needed.**

**The contractor Southeastern Equipment previously provided services to DPW**

**Covenant of Equal Opportunity Affidavit signed 5-2-14;**

**TAXES: Good Through 1-15-15;**

**Hiring Policy Compliance Affidavit signed 3-24-14, Employment Application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 11-4-10.**

The Honorable City Council  
Contracts and Purchase Orders submitted for Referral  
at Regular Session of July 1, 2014

Page 4

**General Services Department - *continued***

2894893 100% City Funding – To Provide Repair Service, Parts, Preventive Maintenance and Rental of Forklift Trucks – Contractor: Kirk’s Automotive, Location: 9330 Roselawn, Detroit, MI 48204 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount: \$67,584.00

**Costs budgeted to Appropriation, Acct. 1000-470100-006-61004-322100-12163-000000-A4510, Historical Capital (Bonds) includes available funds of \$501,096 as of June 27, 2014.**

**This contract is to provide for the costs for repair service, parts preventive maintenance and the rental of forklift trucks for the General Services Department. This is a three-year contract.**

**The contract was competitively bid. Kirk’s Automotive won the bidding process with a bid of \$22,528 per year over its competitor, Alta Equipment Company of Wixom, with a bid of \$84,000 per year.**

**The contractor Kirk’s Automotive previously provided services to the Detroit Water and Sewage Department.**

**Kirk’s Automotive was certified by City of Detroit as a Certified Detroit Business on June 7, 2012.**

**Covenant of Equal Opportunity Affidavit signed 5-6-14;**

**TAXES: Good Through 4-2-15;**

**Hiring Policy Compliance Affidavit signed 3-24-14, Employment Application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 3-24-14, indicating business established 1946, no records to disclose.**

## **MUNICIPAL PARKING**

2892160 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: ABA Impound Inc., Location: 14201 Joy Road, Detroit, MI 48228 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

**Identified and tagged vehicles are to be towed to the City Impound Lot at 6311 Caniff for the specified amount of \$125 per tow. It was previously indicated that the Department estimated each contractor may tow up to 375 vehicles for \$46,875 per year. The previous 7 contracts were all approved for 1 year, through June 30, 2014 for a cost of \$46,875.**

**This proposed contract is for \$51,000 and a term of 3 years, through June 30, 2017.**

**Contractors to provide a minimum of 2 trucks dedicated to the performance of this contract; services may be requested between 7 am to 10 pm, 7 days per week.**

**Payment to the contractor to be based on the receipt of a monthly invoice providing details that include: Towing authorization number; date of tow; vehicle make, model, license plate (if possible) and vehicle identification number.**

**Covenant of Equal Opportunity Affidavit signed 5-6-14;**

**TAXES: Good Through 7-31-14;**

**Hiring Policy Compliance Affidavit signed 5-6-14, Employment Application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 6-3-14, indicating business established 1994, no records to disclose.**



**Municipal Parking - *continued***

2892174 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: Detroit Auto Recovery, Inc., Location: 14201 Joy Road, Detroit, MI 48228 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**Payment to the contractor to be based on the receipt of a monthly invoice providing details that include: Towing authorization number; date of tow; vehicle make, model, license plate (if possible) and vehicle identification number.**

**Covenant of Equal Opportunity Affidavit signed 5-6-14;  
TAXES: Good Through 6-11-15;  
Hiring Policy Compliance Affidavit signed 5-6-14  
Slavery Era Records Disclosure Affidavit signed 5-6-14**

**Municipal Parking - *continued***

2892175 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: Elite Towing, Inc., Location: 13020 E. McNichols, Detroit, MI 48205 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**Covenant of Equal Opportunity Affidavit signed 5-6-14;  
TAXES: Good Through 8-12-14;  
Hiring Policy Compliance Affidavit signed 5-6-14  
Slavery Era Records Disclosure Affidavit signed 5-6-14**

**Municipal Parking - *continued***

2892386 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: H & B Land Towing, Inc., Location: 13000 E. McNichols Road, Detroit, MI 48205 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**Payment to the contractor to be based on the receipt of a monthly invoice providing details that include: Towing authorization number; date of tow; vehicle make, model, license plate (if possible) and vehicle identification number.**

**Covenant of Equal Opportunity Affidavit signed 5-6-14;**

**TAXES: Good Through 8-12-14;**

**Hiring Policy Compliance Affidavit signed 5-6-14**

**Slavery Era Records Disclosure Affidavit signed 5-6-14, company founded in 1971, therefore there are no records to disclose.**

**Municipal Parking - *continued***

2892387 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: J & C Recovery., Location: 14201 Joy Road, Detroit, MI 48228 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**Payment to the contractor to be based on the receipt of a monthly invoice providing details that include: Towing authorization number; date of tow; vehicle make, model, license plate (if possible) and vehicle identification number.**

**Covenant of Equal Opportunity Affidavit signed 5-6-14;**

**TAXES: Good Through 6-11-14;**

**Hiring Policy Compliance Affidavit signed 5-6-14**

**Slavery Era Records Disclosure Affidavit signed 5-6-14, company founded in 1992, therefore there are no records to disclose.**

**Municipal Parking - *continued***

2892388 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: Javion & Sam’s Towing, Inc., Location: 2411 Vinewood St., Detroit, MI 48216 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**Covenant of Equal Opportunity Affidavit signed 5-6-14;**

**TAXES: Good Through 9-17-14;**

**Hiring Policy Compliance Affidavit signed 5-15-14**

**Slavery Era Records Disclosure Affidavit signed 5-5-14, company founded in 1994, therefore there are no records to disclose.**

**Municipal Parking - *continued***

2892389 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide – Contractor: L I J B S Enterprises, Location: 6380 Marcus St., Detroit, MI 48211 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**This proposed contract is for \$51,000 and a term of 3 years, through June 30, 2017.**

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**Payment to the contractor to be based on the receipt of a monthly invoice providing details that include: Towing authorization number; date of tow; vehicle make, model, license plate (if possible) and vehicle identification number.**

**Covenant of Equal Opportunity Affidavit signed 5-5-14;  
TAXES: Good Through 7-31-14;  
Hiring Policy Compliance Affidavit signed 5-15-14  
Slavery Era Records Disclosure Affidavit signed 5-5-14.**

**Municipal Parking - continued**

2892652 100% City Funding – To Provide Towing Services for Abandoned Vehicles Citywide –  
Contractor: 7 D’S Towing & Storage, Inc., Location: 5700 E. Nevada St., Detroit, MI  
48234 – Contract Period: July 1, 2014 through June 30, 2017 – Contract Amount Not to  
Exceed: \$51,000.00/ 3 years

Requesting a Waiver of Reconsideration.

**Costs budgeted to General Fund, Acct. 1000-340083-000144-617900-00102-0-A3570, Appropriation for Parking Violations Bureau includes available funds of \$2,166,058 as of June 27, 2014.**

**This contract is for towing services for the Abandoned Vehicle Program, administered by Municipal Parking. This was not a “bid contract.” Contracts are recommended with businesses that are Police-authorized towers, that have agreed to the terms of the Abandoned Vehicle Program. Municipal Parking has indicated their goal is to have vendors in different areas of the City, to respond to abandoned vehicles in their area. Identifying and tagging vehicles as abandoned indicated to continue to be done by the Police.**

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**Covenant of Equal Opportunity Affidavit signed 5-5-14;  
TAXES: Good Through 10-15-14;  
Hiring Policy Compliance Affidavit signed 5-15-14  
Slavery Era Records Disclosure Affidavit signed 5-7-14.**

## **PLANNING AND DEVELOPMENT**

2893571 100% Federal Funding – To Provide a Public Service Warming Center for the Homeless – Contractor: Detroit Rescue Mission Ministries-Warming Center, Location: 150 Stimson Street, Detroit, MI 48201 – Contract Period: November 1, 2013 through December 31, 2015 – Contract Amount Not to Exceed: \$107,210.00

**Costs budgeted to Block Grant Fund, Acct. 2002-651147-11815-000000-A3021, Appropriation for Emergency Shelter Grant - PDD includes available funding of \$871,971 as of June 27, 2014.**

**Funding awarded from 2012-2013 CDBG awards for neighborhood improvement projects proposed by citizens and neighborhood groups. Project Coordinator for the Agency is Shirley Walker.**

**This contract is indicated to be for a Warming Center authorized as part of the Neighborhood Opportunity Fund for 2012.**

**Services are provided to shelter and aid homeless individuals in the winter months.**

**This contract is essential, to implement the grant funding as authorized with the approved community organization.**

**Covenant of Equal Opportunity Affidavit signed 11-27-13;**

**TAXES: Good Through 8-16-14;**

**Slavery Era: No records to disclose**

**Hiring Policy Compliance Affidavit signed 2-17-14, employment application submitted complies.**